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17 July 1958

MEMORANDUM FOR: Administrative Staff, CR

ATTENTION : Area Records Officer

SUBJECT : Inventory of Filing Equipment and Report on Volume of Records Filed.

1. As requested, attached is a summary of Branches of a physical inventory of filing equipment taken 15 July 1958 in the Document Division.
2. The number of linear feet in the safes used for filing classified materials and for over night storage of work in process are as follows:

	<u>Number of Feet</u>	
	<u>For Filing</u>	<u>For Over Night Storage</u>
Chief's Office	17	4
Analysis	42	230
Processing	14	154
Special Control		
TSC	346	
Cable	162	
Release	21	
	<u>529</u>	<u>39</u>
TOTAL	602	427

3. We have reviewed the use being made of each safe in the Division and as a result located one 4 drawer legal size safe which was being used for storage of unclassified material. This safe is being returned to stock.

25X1

Deputy Chief,  
Document Division

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